United Nations ST/SGB/2008/14

Secretariat

27 October 2008

Secretary-General's bulletin

Joint Harassment Prevention Boards

The Secretary-General, pursuant to section 6.3 of Secretary-General's bulletin ST/SGB/2008/5 of 11 February 2008, entitled "Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority" (hereinafter referred to as the "Bulletin"), with the objective of ensuring the proper implementation of the Organization's policy and procedures as set out in the Bulletin, promulgates the following:

Section 1
General

The Joint Harassment Prevention Boards, hereinafter referred to as "the Boards", are hereby established in New York, Geneva, Vienna and Nairobi and in regional commissions other than the Economic Commission for Europe.

Section 2
Purpose

2.1 The purpose of each Board shall be to monitor the implementation of the Bulletin at the duty station where it is located.

2.2 The Boards shall review, on an annual basis, the use of the preventive, corrective and monitoring measures established by sections 4, 5 and 6 of the Bulletin. The Boards shall evaluate the effectiveness of those measures in ensuring that the objectives of the Bulletin are fulfilled; that all staff members of the Secretariat are treated with dignity and respect; and that a workplace free of any form of discrimination, harassment, including sexual harassment, and abuse of authority is maintained.

Section 3
Membership, meetings and procedures

3.1 Each of the Boards shall consist of one member nominated by the Secretary-General and one member nominated by staff.

3.2 In addition, there shall be one alternate nominated by the Secretary-General and one alternate nominated by staff. Subject to prior notification, the alternate's

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attendance at a specific meeting may be designated as necessary in the absence of a member.

3.3 Nominations of suitable staff members to serve as members designated by the Secretary-General shall be requested from all heads of departments, offices and missions where a Board will be established. Nominations of suitable staff members to serve as members designated by staff shall be requested from the staff representative bodies in each duty station where a Board will be established.

3.4 The Under-Secretary-General for Management shall, on behalf of the Secretary-General, appoint the members and alternates on the basis of the nominations received. Each member and alternate shall serve for a two-year renewable term.

3.5 Meetings of the Boards shall be held as required but, normally, not less frequently than every three months. Emergency or informal meetings may be called as required by either of the members.

3.6 The Boards shall establish their own rules of procedure.

Section 4
Reports

4.1 Each Board shall submit a report to the Office of Human Resources Management on an annual basis. The report shall include an overview of all preventive, corrective and monitoring measures taken in the duty station in relation to prohibited conduct, as well as a review of the effectiveness of the processes established under the Bulletin in addressing the prohibited conduct and ensuring a harmonious work environment. The report may also include additional evaluations, assessments or proposals relating to these measures and processes.

4.2 The Office of Human Resources Management shall consolidate the reports received from each of the Boards for transmission to the annual session of the Staff-Management Coordination Committee, for the purpose of reviewing the implementation of the policy in the Secretariat.

Section 5
Final provisions

The present bulletin shall enter into force on 1 November 2008.

(*Signed*) **Ban** Ki-moon
Secretary-General